

Using Livebinders

Step 1: Video Introduction

Currently displaying http://livebinders.com/welcome/video_window?video=%2Fswf%2Fwhat.swf

Step 2: Video Tutorial

Currently displaying <http://vimeo.com/28110981>

Step 3: Livebinders

Now that you have been introduced to Livebinders, you are going to go through a series of steps below to become more familiar with the Livebinders platform.

First: Go to www.livebinders.com and register for a new account.

1. Click 'Quick Guide' in the top right hand corner to get an overview of the controls on the Livebinder page.
2. Edit the names of the three default tabs.
3. Under each main tab, create sub tabs. To create a sub tab, click on the small yellow arrow to the right of the name on the main tab. Select 'add new sub-tab'. Name your sub tabs.
4. Once the three main tabs and sub tabs are created, begin to add content to each tab. Refer to **Step 4: Adding Content** if you need a guide and directions to begin adding content to your binder.

5. Change the settings on your new Livebinder

- Click on your name and go back to your shelf
- Click on the 'options' tab under the image of your binder
- Click 'edit it'
- Click the yellow 'Edit Menu' button in the top right hand corner
- Change the privacy settings on your livebinder from private to public
- Click 'update' to confirm the changed setting.

6. Share the Livebinder

- There are multiple ways to share your binder:
- The sharing bar in the bottom right corner of the Livebinder
- From the 'My Shelf' page, click on the options button below your binder and click on 'Share this Livebinder'
- Share your Livebinder with a colleague

Step 4: Adding Content to a Livebinder

When using Livebinders, you are not limited to online content. Below are the types of resources that can be added to your binder. To add content to your binder, refer to the video tutorial or the directions below.

Possibilities with Livebinders:

- Uploaded documents
- Uploaded images
- Websites / URL
- YouTube Videos (search YouTube directly within Livebinders)

To add content to each tab:

- Click on the yellow arrow next to the tab name
- Click on Open Advanced Tab Menu
- Select the type of content you want to add to each tab
- When each tab has content, save the changes by clicking 'Save' in the top right hand corner.